

# Little Traverse Bay Bands of Odawa Indians

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## Job Posting

**Job Title:** HEALTHY HEART DATA SPECIALIST  
**Department:** Health  
**Reports To:** Community Health Diabetes Coordinator/Health Director  
**Status:** Non-Exempt  
**Salary Range:** \$15.13 to \$20.47 per hour / (\$31,475-\$42,584) Annual  
**Level:** 4  
**Terms:** Part time (24 hours per week maximum) grant funded position ends September 29, 2012. Grant is subject to annual renewal through September 2012  
**Open:** May 20, 2011  
**Close:** June 10, 2011

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### SUMMARY

This position involves administrative, clerical and programmatic activities such as distribution of informational materials, and the maintenance of Healthy Heart client records. Screens, and refers potential clients to the Healthy Heart program. Enhances relationships with clients, gaining their trust, identifies and accesses community resources. As a member of the Healthy Heart Case Management Team candidate will be expected to assist with the completion of grant goals and objectives of the healthy heart program. Candidate submits data to SDPI (special diabetes program for Indians) Healthy Heart Initiatives Coordinating Center and assists with reports as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following, other duties may be assigned.

- Learn all aspects of the Healthy Heart program
- Assists with recruiting potential Healthy Heart participants.
- Refer/schedule participants to see traditional healer as appropriate.
- Refer/schedule participants to see the dietician for medical nutritional management
- Additional referrals may include behavioral health, smoking cessation, community resources.
- Schedule follow-up appointments for participant's with providers.
- Schedule/arrange transportation for Healthy Heart participants as needed.
- Reminder calls to patients of upcoming appointments and/or events if needed
- Keep records of all outreach contacts/activities using project forms, enter that data into the EHR/RPMS computer system, as well as, the HH excel programs and compile monthly data reports.
- While in office, remain "on call" to meet/talk with potential Healthy Heart participants
- Assist families with application for health care and other resources available to families.
- Maintain accurate client files
- Submit data as required to the Coordinating Center
- Assists with monthly and quarterly reports

- Assist the Healthy Heart Case Management Team to meet grant goals and objectives

### **EDUCATION and/or EXPERIENCE**

Minimum Associate's Degree, two years of experience working in a community health setting, or providing assistance to individuals in social services setting. Experience in Nursing or Social Work preferred. Previous experience working with Native American organizations preferred.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Must possess expertise in general office and clerical skills.
- Must have good organizational, verbal and written skills.
- Must possess strong computer skills.
- Must possess a basic knowledge of Indian Health Programming and the local Tribal community.
- Must have the ability to work with, and respect cultural and racial differences.
- Working knowledge of community resources related to program.
- Must keep and maintain accurate and confidential records.
- Excellent interpersonal and organizational skills required.
- Must be a team-player-able to establish and maintain effective working relations with the general public, other agencies and co-workers
- Must be able to give and accept constructive criticism related to job or job performance
- Must be able to work with minimum supervision.
- Must be able to travel outside of state, may include flying. Some evenings, weekends, and extended overnight work may be required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid driver's license, reliable transportation, and be insurable.

### **COMMENTS**

Indian preference will apply. Individual must be able to pass a full background investigation.